

4. Service Definitions *

4.1 Community Habilitation and Participation

Community Habilitation and Participation are services outside of the home that support learning and assistance in the areas of: self-care, sensory/motor development, socialization, daily living skills, communication, community living, or social skills. This service includes supportive services in child day care centers which address needs attributable to the disability (excluding the cost of child care).

Educational experiences and training through generic entities such as trade schools, vocational technical schools, adult education, unpaid work experience in community settings, volunteering, and spectator sports are included when not funded by the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act.

Community Habilitation and Participation services provide individuals access to and participation in typical activities and functions of community life that are desired and chosen by the general population. Community Habilitation and Participation provides support or a combination of training and supports that afford a wide variety of opportunities to facilitate and build relationships and natural supports in the community. Such activities may include opportunities to experience and participate in community exploration, companionship with friends and peers, leisure activities, hobbies, maintaining family contacts, community events, and those activities and services where persons without disabilities are involved. Personal care services needed to assure participation in educational, social, or community activities are included.

Community Habilitation and Participation services also include training and education in self-determination designed to help individuals achieve one or more of the following outcomes: 1) develop their self-advocacy skills; 2) exercise their civil rights; 3) acquire skills that enable them to exercise control and responsibility over the services and supports they receive; or 4) acquire skills that enable them to become more independent, integrated, or productive in their communities.

* All services are provided as specified in an individual's support plan.

Community Habilitation and Participation shall be furnished outside of the person's own home or residential setting (but including the homes of other friends, and family for social activities) or the community at large. Comprehensive habilitation and Community Habilitation and Participation services do not include activities that would normally be a component of a person's residential life or services. Counseling and assistance to obtain housing is considered a Community Participation service. Housing counseling consists of identifying options for either rental or purchase, including identifying financial resources, assessing adaptations and accessibility needs, locating housing and planning for ongoing management and maintenance of the home.

Activities Allowed: Supervision, monitoring, training, education, demonstration, or support (support being any task performed for the individual where learning is secondary or incidental to the task itself, or an adaptation is provided) to assist with the acquisition and retention of skills, leisure activities, community events, educational activities, hobbies, unpaid work experience, public events, maintaining contact with friends and family, obtaining housing and planning for ongoing management and maintenance of housing.

Activities not allowed: Services that are available under the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act, may not be provided. Recreational/leisure activities shall be provided only for these types of activities that are therapeutic in nature (rather than diversional) or that assist in developing and /or maintaining natural supports. Payment will not be made for services furnished to a minor by the parent(s) or step-parent(s) or to an individual by that person's spouse.

4.2 Respite Care

Respite care services are provided to individuals unable to care for themselves and is furnished on a short-term basis because of the absence or need for relief of those persons normally providing the care. There is an annual allowance up to \$2,000 per year for respite care. Respite care may be provided in the individual's home or place of residence, a foster home, outside of the home environment in a non-private residential setting for an individual or group, in the home of a care provider, or in an Adult Day Services facility (previously an Adult Day Care facility).

Activities not allowed: Respite care must not be utilized as an alternative to day/child care while the caregiver goes to work. The cost of room and board is excluded. When provided in the home of the waiver program participant, the respite care must be one-on-one service between the provider and the consumer. The respite provider shall not provide respite to any additional person(s) or provide care for other children in the home. When provided in the community or in the respite provider's home, the respite provider shall not provide respite to any additional person(s).

4.3 Adult Day Services (previously Adult Day Care)

Adult Day Services are community-based group programs designed to meet the needs of adults with impairments through individual plans of care. These structured, comprehensive, non-residential programs provide health, social, recreational and therapeutic activities, supervision, support services, and personal care. Meals and/or nutritious snacks are required. The meals cannot constitute the full daily nutritional regimen. Each meal must meet 1/3 of the daily Recommended Dietary Allowance. These services must be provided in a congregate, protective setting.

Participants attend Adult Day Services on a planned basis. A minimum of 3 hours to a maximum of 12 hours shall be allowable. There are three levels of Adult Day Services: Basic, Enhanced, and Intensive:

- Basic Adult Day Service (Level 1) includes:
 - a) Monitor and/or supervise all activities of daily living (ADLs) defined as dressing, bathing, grooming, eating, walking, and toileting with hands-on assistance provided as needed;
 - b) Comprehensive, therapeutic activities;
 - c) Health assessment and intermittent monitoring of health status;
 - d) Monitor medication or medication administration;
 - e) Appropriate structure and supervision for those with mild cognitive impairment.
- Enhanced Adult Day Service (Level 2) includes:
(Level 1 services requirements must be met.)
 - a) Hands-on assistance with 2 or more ADLs or hands-on assistance with bathing or other personal care.
 - b) Health assessment with regular monitoring or intervention with health status;

- c) Dispense or supervise the dispensing of medications to participants;
 - d) Psychosocial needs assessed and addressed, including counseling as needed for participants and caregivers;
 - e) Therapeutic structure, supervision and intervention for those with mild to moderate cognitive impairments.
- Intensive Adult Day Service (Level 3) includes:
(Level 1 and Level 2 service requirements must be met.
 - a) Hands on assistance or supervision with all ADLs and personal care;
 - b) One or more direct health intervention(s) required;
 - c) Rehabilitation and restorative services including physical therapy, speech therapy, occupational therapy coordinated or available;
 - d) Therapeutic intervention to address dynamic psychosocial needs such as depression or family issues affecting care;
 - e) Therapeutic interventions for those with moderate to severe cognitive impairments.

4.4 Prevocational Services

Prevocational services are aimed at preparing an individual for paid or unpaid employment, by teaching such concepts as compliance, attendance, task completion, problem solving and safety. Activities included in this service are not primarily directed at teaching specific job skills, but at underlying habilitative goals and shall be reflected in the individual's plan of care as directed to habilitative, rather than explicit employment objectives.

Prevocational services are compensated at less than 50 percent of the Federal Minimum Wage (compensation of 50% or more of minimum wage is not considered Pre-vocational services) and are provided to persons not expected to be able to join the general work force or participate in a transitional workshop within one year (excluding supported employment programs).

Activities not allowed: Services available under a program funded under the Rehabilitation Act of 1973, or the Individuals with Disabilities Education Act are not allowable under the waiver.

4.5 Supported Employment

Supported Employment services consist of services which support paid employment for persons for whom competitive employment at or above the Federal Minimum Wage is unlikely without the provision of Supported Employment, and who, because of their disabilities, need intensive ongoing support to perform in a competitive work setting. Supported Employment is conducted in a variety of settings, particularly work sites in which persons without disabilities are employed. Supported Employment includes activities needed to sustain paid work by individuals receiving waiver services, including supervision and training.

Activities allowed: Screening/evaluation, job exploration, job development, job search activities, job site visits, employment advocacy, job coaching/training, documentation, supervision, follow-along, travel, and mobility training to the job site are allowable activities. Activities must be directly related to employment.

Activities not allowed: Transporting the consumer to and from the job site. Advocacy activities not related directly to work that would be provided by Targeted Case Management are not allowable. Training and education that is provided off the job site is not allowable (except for mobility training related to the job). Services are not allowable that are otherwise available under the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act. Incentive payments made to an employer to subsidize the employer's participation in a supported employment program, payments that are passed through to users of Supported Employment programs, and payments for vocational training that is not directly related to an individual's supported employment program are not allowable activities.

4.6 Health Care Coordination

Health Care Coordination includes medical coordination provided by a Registered Nurse (RN) or Licensed Practical Nurse (LPN) to manage the health care of the individual including physician consults, medication ordering, development and oversight of a health care support plan. Skilled nursing services are provided within the scope of the Indiana State Nurse Practice Act. For more information see Informational Bulletins number DD-8 and DD-10 at www.in.gov/fssa /servicedisabl/waivers.html.

Because of the different benefits provided under Skilled Nursing and Health Care Coordination, Medicaid Prior Authorization for skilled nursing services is **not necessary** prior to the provision of Health Care Coordination. Health Care Coordination consists of the following levels:

1 Unit - Health care needs require at least weekly consultation/review with RN/LPN with face to face visits once a month.

2 Units - Health care needs require at least weekly consultation/review with RN/LPN with face to face visits at least twice a month.

3 Units - Health care needs require at least twice weekly consultation/review with RN/LPN with face to face visits once a week.

4 Units - Health care needs require at least twice weekly consultation/review with RN/LPN with face to face visits at least twice a week.

Certified providers of Waiver services for persons with developmental disabilities who employ or contract with a RN or LPN licensed under IC 25-23-1, may be certified as providers of Health Care Coordination by submitting a written request to the Medicaid Waiver Provider Relations Specialist with a copy of the current RN or LPN license.

Activities not allowed: Skilled nursing services that are available under the Medicaid State plan, services that are not specified in the individual support plan, case management services provided under a 1915 (b), 1915 (c) or 1915 (g) case management waiver, residential, vocational, and/or educational services otherwise provided under Living Supports are not allowable services.

4.7 Family and Caregiver Training

Training and education to instruct a parent, other family member, or primary caregiver about the treatment regimens and use of equipment specified in the Individual Support Plan, and to assist in improving the caregiver's ability to give care. Family and Caregiver Training is provided by individuals, agencies, and/or educational

facilities that have demonstrated expertise in the area of training needed by the caregiver(s).

Activities Allowed: Allowable activities include: instruction in treatment regimens, use of equipment, stress management, parenting, family dynamics, community integration, medically fragile individuals, behavioral intervention strategies, mental health.

Activities Not Allowed: Training/instruction not pertinent to the caregiver's ability to give care to the individual or training provided to caregivers who receive reimbursement for training costs within their Medicaid reimbursement rate.

4.8 Physical Therapy

Physical therapy is the provision of treatment and training programs designed to preserve and improve abilities for independent functioning such as gross and fine motor skills, range of motion, strength, muscle tone, activities of daily living, mobility, and prevent progressive disabilities through such means as the use of purposeful activities, orthotic and prosthetic devices, assistive and adaptive equipment, positioning, behavior adaptation, and sensory stimulation.

Physical therapy services consist of the full range of activities provided by a licensed physical therapist. These services include:

- Screening;
- Assessment;
- Development of therapeutic treatment plans;
- Direct therapeutic interventions;
- Training and assistance with adaptive aids;
- Consultation with other service providers and family members; and
- Participating on the interdisciplinary team, when appropriate.

The licensed and registered physical therapist or qualified paraprofessional may provide services directly or may demonstrate techniques to other service personnel or family members.

Indiana's State Plan provides for the coverage of physical therapy services. Such services, however, are limited to services which are principally restorative or remedial in nature and do not include services which have habilitative or assistive objectives aimed at ameliorating a particular handicapping condition.

Activities Not Allowed: Physical therapy services will not be furnished to a program participant under the waiver program unless it is demonstrated that such services (habilitative in nature) are not available under the State Plan.

4.9 Occupational Therapy

Occupational therapy is the provision of evaluation and training services in the areas of gross and fine-motor function, self-care and sensory and perceptual motor function. Remedial techniques include the design, fabrication, and adaptation of materials and equipment to individual needs. The registered therapist or qualified paraprofessional may provide services directly or may demonstrate techniques to other service personnel or family members.

Activities Not Allowed: Occupational therapy will not be furnished to a program participant under the waiver program unless it is demonstrated that such services (habilitative in nature) are not allowable under the State Plan.

4.10 Speech/Language Therapy

Speech/Language Therapy is the provision of evaluation and training services to improve the ability to use verbal or non-verbal communication. This may include language stimulation and correction of defects in voice, articulation, rate, and rhythm. To be eligible for this service, the individual must have been examined by a certified audiologist and/or a certified speech therapist who has recommended a formal speech/audiological program.

Services consist of individual and group therapy for the treatment of speech and hearing disabilities such as delayed speech, stuttering, spastic speech, aphasic disorders, injuries and hearing handicaps requiring specialized auditory training, lip reading, signing, or use of hearing aids. The licensed speech pathologist or qualified paraprofessional may provide services directly or may demonstrate techniques to other service personnel or family members.

Activities Not Allowed: Speech/Language Therapy will not be provided to a program participant under the waiver program unless it is demonstrated that such services (habilitative in nature) are not available under the State Plan.

4.11 Recreational Therapy

Recreational Therapy is the provision of a medically approved recreation program which is planned, organized, and directed by a qualified Recreational Therapist, the purpose of which is to restore, remediate or rehabilitate through the recovery of motor function, decrease in depression and stress, increase in confidence, reasoning ability and socialization, as well as integration into the community.

Allowable Activities: Recreational Therapy includes such activities as adapted sports, dramatics, social activities, dance and movement, and arts and crafts, regulating content of the program in accordance with individuals' capabilities, needs, and interest. The Recreational Therapist may provide services directly or may demonstrate techniques to other service personnel or family members.

4.12 Music Therapy

Music Therapy is the systematic application of music in the treatment of the physiological and psychosocial aspects of a disability. It focuses on the acquisition of nonmusical skills and behaviors, as determined by a qualified Music Therapist.

Goals of Music Therapy:

- To improve self-image and body awareness;
- To increase communication skills;
- To increase the ability to use energy purposefully;
- To reduce maladaptive (stereotypic, compulsive, self-abusive, assaultive, disruptive, perseverative, impulsive) behaviors;
- To increase interaction with peers and others;
- To increase independence and self-direction
- To stimulate creativity and imagination;
- To enhance emotional expression and adjustment;
- To increase attending behavior;
- To improve fine and gross motor skills; and
- To improve auditory perception.

The Music Therapist may provide services directly or may demonstrate techniques to other service personnel or family members.

4.13 Psychological Therapy

Psychological Therapy is interaction between a qualified Psychologist (or other licensed mental health practitioner) and the individual that leads to changes from a less adaptive state to a more adaptive state in the individual's thoughts, feelings, and behavior. Psychological Therapy includes activities such as: biofeedback; client-centered therapy; cognitive-behavioral therapy; psychiatric services; crisis counseling; family therapy; substance abuse counseling and intervention; and group therapy.

4.14 Nutritional Counseling

Nutritional Counseling consists of an evaluation and medically approved nutritional counseling by a qualified Dietician to improve the individual's nutritional lifestyle and wellness. Dieticians work directly with an individual to analyze needs, develop and monitor nutritional plans and educate, advise, support and monitor the individual, the individual's service personnel, and/or family.

4.15 Enhanced Dental Services

Enhanced Dental Services are dental procedures provided by a licensed dentist to only those individuals with dental problems which are sufficient to lead to more generalized disease due to infection or improper nutrition which would require institutionalization. **All State plan dental coverage must be sought and exhausted prior to utilizing this service.**

4.16 Behavior Management/Crisis Intervention

Behavior management includes training, supervision, or assistance in appropriate expression of emotions and desires, compliance, assertiveness, acquisition of socially appropriate behaviors, and the reduction of inappropriate behaviors. Crisis intervention is the behavioral or environmental interventions necessary to stabilize and preserve the client's community living arrangement thereby avoiding institutionalization. Behavior plans must be developed, monitored and amended by a Master's level psychologist or a master's in Special Education, supervised by an individual with a doctoral level Psychologist with HSPP license in Indiana or an MA level clinician with a degree in a behavioral science, special ed. Or Social Work with 5 years experience (See Section 5, Provider Qualifications). Individuals implementing behavioral services shall

either be supervised by a doctoral or master's level behaviorist, or a QMRP (Qualified Mental Retardation Professional).

4.17 Specialized Medical Equipment and Supplies

Specialized Medical Equipment and Supplies include devices, controls, or appliances which enable individuals to increase their abilities to perform activities of daily living, or to perceive, control, or communicate with the environment in which they live including: communication devices; interpreter services; vehicle mods; items necessary for life support; ancillary supplies and equipment necessary for the proper functioning of such items; and durable and non-durable medical equipment not available under the Medicaid State Plan. All items must meet applicable standards of manufacture, design, and installation. (The materials and installation for low-tech adaptations that do not necessarily have manufacturing standards are allowable.) Any individual item costing over \$500 requires an evaluation by a qualified professional such as a physician, nurse, occupational therapist, physical therapist, speech and language therapist or rehabilitation engineer. The cost of evaluation is covered as a cost of providing this service, as is servicing/repair of these items.

Items not allowed: Excluded are medical equipment and supplies furnished under the State plan and those items which are not of direct medical or remedial benefit to the individual.

4.18 Personal Emergency Response System

A Personal Emergency Response System (PERS) provides immediate assistance in case of a physical, emotional, or environmental emergency through a community-based electronic communications device. This service provides a direct link to health professionals to secure immediate assistance by the activation of an electronic unit in the individual's home. The unit is connected to the telephone line and is programmed to send an electronic message to a community-based 24 hour emergency response center once a "help" button is pushed by the person in need of help or if the PERS home unit is otherwise activated. There is also a personal "help" button which can either be carried or worn by the subscriber.

4.19 Transportation

Transportation services are those which provide access to community resources. Transportation services consist of material benefits such as tickets/passes, as well as the actual provision of the transportation service. This includes provision for payment to neighbors, co-workers, and other community members using private automobiles to transport individuals for purposes of accessing community resources. As with other services, transportation must be identified in the assessment and service plan as a distinct service.

Level 1 Transportation - the individual does not require mechanical assistance to transfer in and out of the vehicle.

Level 2 Transportation - the individual requires mechanical assistance to transfer into and out of the vehicle (and vehicle must be modified to accommodate the individual).

Individuals may have the per mile rate established by DDARS for Level 1 or Level 2 Transportation included in their waiver POC/CCB as needed by the individual to gain access to the services and activities specified in their individual plans.

Certified providers of habilitation services are automatically being certified as providers of Transportation Levels 1 and 2 for the Support Services Waiver. If an individual receives habilitation from more than one provider, the interdisciplinary team will need to determine which agency to designate the transportation provider. See Informational Bulletins: DD-3a; DD-3b; and DD-4 at www.in.gov/fssa/servicedisabl/waivers.html.

Services not allowed: Excluded is transportation which is provided principally to access the human services system when transportation is already covered as part of the daily cost of service or transportation otherwise available under the State Plan.

4.20 Rent and Food for Unrelated Live-In Caregiver

The State will reimburse the waiver recipient for the additional costs he/she may incur for the room and board of an unrelated, live-in caregiver.

- Room is defined as hotel or shelter type expenses including all property related costs such as rental or purchase of real estate and furnishings, maintenance, utilities, and related administrative services.
- Board is defined as 3 meals a day or other full nutritional regimen.
- Unrelated means unrelated by blood or marriage to any degree.
- Caregiver is defined as an individual providing a covered service as defined in the waiver to meet the physical, social, or emotional needs.

Reimbursement is not allowable in situations in which the recipient lives in the home of the caregiver or a residence owned or leased by the provider of Medicaid services.

Under Medicaid and SSI rules, for payment to not be considered income to the recipient, payment for the portion of the costs of rent and food attributable to an unrelated, live-in caregiver must be made directly to the Medicaid recipient.

This provision does not provide any exceptions to other existing Medicaid requirements resulting in a change in the way an individual's income may be counted in determining Medicaid eligibility or to allow payment to a recipient rather than a provider of service.